



Joseph V. Doria, Jr.  
Chairman

Marge Della Vecchia  
Executive Director

## NOTICE OF VACANCY

**THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:**

**ISSUE DATE:** 7/28/08

**JOB TITLE:** Programmer Analyst II

**RANGE:** ( R10 )

**DIVISION:** Information Technology

**FL STATUS:** Exempt ☒ Non-Exempt ☐

**UNION STATUS:** Professional Unit ☒ Administrative Unit ☐ Non-Union ☐

**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

### **JOB DESCRIPTION:**

Under supervision of an IT Project Leader or Manager of IT Applications, within client-server and web-based environments, provide daily and ongoing support to system users; analyze business programs and application procedures and assist users with developing business requirements for computer systems; make system modifications and implement system upgrades; perform systems analysis and develop and document system requirements and technical specifications; develop computer code and configure application systems; prepare report specifications and develop reports; prepare test plans and scripts and perform system testing; document, report and track software discrepancies to vendors; prepare related system documentation; prepare user guides and manuals and provide user training; recommend appropriate actions in the case of procedural problems; coordinate with the database, network and other IT areas to implement changes and upgrades; recommend policies and procedures to improve systems, IT processes, and related business processes; and perform related duties as required.

### **MINIMUM REQUIREMENTS**

#### **EDUCATION / EXPERIENCE:**

Four (4) year college degree; five (5) years of relevant experience or an equivalent combination of both education and experience that meets the required knowledge, skills and abilities.

#### **SKILLS:**

Knowledge of methods and procedures used in conducting system analyses; programming skills, including Visual Basic, SQL, PL/SQL, MS Access, and web-based languages; knowledge of Oracle Reporting, Toad, Discover and other relating tools such as Crystal Reports; skill in developing and documenting functional specifications, system design and technical specifications; experience in implementing the full system development and maintenance life cycle; ability to act as technical advisor to HMFA staff and other parties on questions or problems as it relates Agency business applications; ability to devise solutions and make recommendations based on analyses; ability to communicate effectively orally and in writing and to listen actively.

### **BENEFITS**

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; pension plan; personal, sick and vacation days; tuition reimbursement and thirteen (13) paid holidays.

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: [hrjobs@njhmfa.state.nj.us](mailto:hrjobs@njhmfa.state.nj.us) THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**